

## OVERVIEW OF BUDGET

DEPARTMENT: JOBS AND EMPLOYMENT SERVICES  
DIRECTOR: JANICE EISENBEISZ, ACTING DIRECTOR  
BUDGET UNIT: SAC JOB

### I. GENERAL PROGRAM STATEMENT

On behalf of the Board of Supervisors and the Workforce Investment Board, the Jobs and Employment Services Department coordinates and administers local training programs carried out by public/private schools, community-based organizations and other government agencies. The department operates under the guidelines of the Workforce Investment Act (formerly JTPA) which was designed to provide a new workforce strategy in assisting America's workforce prepare for the labor force.

### II. BUDGET & WORKLOAD HISTORY

	<b>Actual 1999-00</b>	<b>Budget 2000-01</b>	<b>Actual 2000-01</b>	<b>Budget 2001-02</b>
Total Appropriation	-	21,407,882	16,947,756	22,164,511
Total Revenue	-	21,407,882	15,519,404	23,597,573
Fund Balance	-	-		(1,433,062)
Budgeted Staffing		171.0		173.0
<b><u>Workload Indicators</u></b>				
Caseloads for Active Participants	-	5,770	-	-
Number of Participants to Serve	-	-	21,799	13,000

Workload indicators for Active Participants are no longer kept. All clients are now tracked under Expected Number of Participants to Serve.

In accordance with Section 29009 of the State Government Code, the entire unreserved fund balance must be appropriated each year. Accordingly, actual expenditures in this fund are typically less than budgeted.

The amount underspent in 2000-01 was approximately \$4.5 million. Since the cost of programs administered by this Department is State funded, revenues were also under realized for the year. The amount not expended in 2000-01, in addition to the corresponding revenues, is carried over to the subsequent year's budget.

### III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachments for detailed changes)

#### **STAFFING CHANGES**

Budgeted staffing has been increased by 2.0 to reflect the addition of 1.0 Fiscal Clerk I to assist with the department's increased workload, and the inclusion of a dual appointment for staff participation in the CIV project.

# JOBS AND EMPLOYMENT SERVICES

GROUP: Economic Development/Public Services  
DEPARTMENT: Jobs and Employment Services  
FUND : Special Revenue SAC-JOB

FUNCTION: Public Assistance  
ACTIVITY: Other Assistance

	2000-01 Actuals	2000-01 Approved Budget	2001-02 Board Approved Base Budget	2001-02 Board Approved Changes to Base Budget	2001-02 Final Budget
<b>Appropriations</b>					
Salaries and Benefits	4,546,341	5,850,749	6,099,953	206,463	6,306,416
Services and Supplies	2,310,089	1,958,945	2,007,919	180,676	2,188,595
Central Computer	50,594	40,000	40,000	(10,916)	29,084
Other Charges	9,180,406	12,508,444	12,808,444	(760,145)	12,048,299
Equipment	50,462	80,500	80,500	(11,250)	69,250
Transfers	748,281	969,244	969,244	667,434	1,636,678
Total Expenditure Authority	16,886,173	21,407,882	22,006,060	272,262	22,278,322
Less:					
Reimbursements	-	-	-	(113,811)	(113,811)
Total Appropriation	16,886,173	21,407,882	22,006,060	158,451	22,164,511
Operating Transfer Out	61,583	-	-	-	-
Total Requirements	16,947,756				
<b>Revenue</b>					
Use of Money & Property	17,331				-
State, Federal or Gov't Aid	15,042,663	21,407,882	22,006,060	1,591,513	23,597,573
Other Revenue	4,786	-	-	-	-
Total Revenue	15,064,780	21,407,882	22,006,060	1,591,513	23,597,573
Operating Transfer In	454,624	-	-	-	-
Total Financing	15,519,404				
Fund Balance	-	-	-	(1,433,062)	(1,433,062)
Budgeted Staffing		171.0	171.0	2.0	173.0

## Total Changes Included in Board Approved Base Budget

### Base Year Adjustments

#### MOU/Inflation

Salaries and Benefits	249,204	MOU, 7% Tier, Workers Comp, Retirement
Services and Supplies	48,974	Inflation, Risk Mgmt Liabilities
Other Charges	300,000	Additional JESD program expenditures are anticipated during 2001-02
Subtotal Base Year Appropriation	598,178	
Revenue	598,178	Additional state revenue to fund the above costs
Subtotal Base Year Revenue	598,178	
Subtotal Base Year Fund Balance	-	
Total Appropriation Change	598,178	
Total Revenue Change	598,178	
Total Fund Balance Change	-	
Total 2000-01 Appropriation	21,407,882	
Total 2000-01 Revenue	21,407,882	
Total 2000-01 Fund Balance	-	
Total Base Budget Appropriation	22,006,060	
Total Base Budget Revenue	22,006,060	
Total Base Budget Fund Balance	-	

## JOBS AND EMPLOYMENT SERVICES

### Board Approved Changes to Base Budget

Salaries and Benefits	30,000	Upgrading 3 Staff Analyst I positions to Staff Analyst II's
	40,000	Special compensation for an employee at CIV
	76,450	Dual filling Administrative Supervisor II
	30,687	Add 1.0 Fiscal Clerk I
	29,326	Step increases
	<u>206,463</u>	
Services and Supplies	125,000	Increase in Computer Software expense
	180,000	Increase in Inventorable equipment
	35,276	Addition of EHAP/EAP/CTR
	110,000	Increase in Presort and Packaging
	(420,000)	Decreases in Rent and leases - Reclassified to Transfers
	62,764	Increase in Systems Development charges
	15,000	Increase in Mileage Reimbursement
	70,000	Increase in Employee travel expenses
	2,636	Net increase in various other accounts in this category
	<u>180,676</u>	
Central Computer	(10,916)	
Other Charges	(760,145)	Decrease in JESD program services and contracts due to a negative fund balance
Equipment	(11,250)	Decrease in fixed assets due to one time expense in the prior year
Transfers	12,372	Increase in ED/PSG Admin support activities
	145,704	Increase in transition support to new Economic Subgroup and the Workforce Investment Board
	509,358	Reclassification of rents and leases from Services and Supplies
	<u>667,434</u>	
Reimbursements	(113,811)	Reimbursements from HSS for CIV project participant
Total Appropriations	<u>158,451</u>	
Revenues	<u>1,591,513</u>	Increase in State funding to offset the above cost increases
Fund Balance	<u>(1,433,062)</u>	